

**JOB DESCRIPTION  
POLICE DEPARTMENT  
PART-TIME SECRETARY/DATA ENTRY CLERK**

**1. JOB TITLE:** PART-TIME SECRETARY/DATA ENTRY CLERK

**2. DEFINITION:** The position of part-time Secretary/Data Entry Clerk requires an individual who is capable of exercising independent judgment and who possesses secretarial and organizational skills. The employee should possess the personal disposition and psychological qualities to work well with the public. The employee will be responsible through the chain of command to the Chief of Police. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to blood borne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident/incident, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. A part-time Secretary must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in office environment.
- b. The job location is in the Murfreesboro Police Department. The work performed will generally be indoors. All City facilities and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS:**

- a. Prepares and types correspondence, reports, and proofreads documents accurately.
- b. Answers telephone inquires from the public with courteousness and professionalism and directs callers to other departments or agencies that would have relevant information.
- c. Receives and communicates messages, oral and written, to and from members of the public, City officials and employees.
- d. Receipts money from various departments.
- e. Maintains files and records.
- f. Effectively deals with the public; some of whom may be irate or unreasonable.
- g. Maintains **extreme confidentiality** about information learned on the job.
- h. Files and stores required documents and sits, stands, stoops or walks intermittently.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Delivers correspondence and documents to other departments.
- b. Deposits outgoing and in-house mail in proper receiving bins.
- c. Performs other duties and special projects as assigned.
- d. Performs data entry.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must have legal authorization to work in the United States of America.
- b. Must be at least 21 years of age.
- c. Must have high school diploma or GED equivalent.
- d. Must pass a pre-employment background investigation.
- e. Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- f. Ability to type a minimum of 12,000 keystrokes per hour/40 wpm, preferred.
- g. Knowledge of and ability to operate a personal computer with Windows Microsoft Word and Excel (or compatible programs).
- h. Have a good reputation for and ability to maintain confidentiality.
- i. Ability to perform a variety of tasks simultaneously or in rapid succession.
- j. Excellent communication skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department heads and other employees of the City.
- k. Ability to concentrate and accomplish tasks despite interruptions.
- l. Ability to report for work on time and perform the duties of the job for a scheduled workday.
- m. Ability to perform job responsibilities independently and in a timely manner in order to meet scheduled deadlines.
- n. Ability to make arithmetic calculations rapidly and accurately on calculator.
- o. Physical and mental ability to file and maintain records of the Police Department.
- p. Possess the temperament and good judgment to effectively deal with supervisors, other City employees, and with the public, some of whom may be irate and unreasonable.
- q. Ability to attend Drug Trak software training at the Institute of Police Technology and Management (IPTM) located in Jacksonville, Florida. This is a three (3) day, twenty (20) hour class designed to train law enforcement personnel in the use of the Drug Trak for Windows software package for Narcotics and Organized crime investigations. Topics covered are security features, menus, help functions, data entry tips, practical exercises and utilities.

Non-Exempt  
Non-Safety Sensitive  
11/17/05